

**CAREER OPPORTUNITY 12-06CL
UNITED STATES COURT OF APPEALS
FOR THE THIRD CIRCUIT**

Announcement Date: **December 15, 2006**

Position Title: **Legal Assistant (permanent)**

Closing Date: **Until Filled**

Classification Level: **CL26 (\$39,680 - \$64,540) based upon qualifications**

Duties and Responsibilities

Legal assistants perform case management responsibilities using legal terminology, procedures and documents. Legal assistants aid the Court and the Clerk's Office attorneys by independently responding to inquiries from the parties regarding cases, examining and processing legal documents for compliance with Court requirements, finalizing documents for filing, independently reviewing and responding to motions, entering events and filings on the Court's docket, managing complex cases, generating statistical reports, researching legal and rule questions, drafting correspondence and orders, and preparing memoranda.

Representative Skills and Requirements

Knowledge and skill in interpreting and communicating federal and local court rules, protocols, and code of conduct are required. Knowledge of legal terminology and case progression. Knowledge and skill in the use of automated case management systems. Skill in written and oral communication, performing legal research, drafting court orders, scheduling and organizing work products. Ability to carry out complex instructions and set priorities with minimal supervision. Skill in coordinating work with others, managing time and meeting tight deadlines. Ability to prepare correspondence and other documents under limited direction.

Job Requirements

Four yrs of general office experience is required with three yrs of specialized experience. Prefer a bachelor's degree from an accredited 4 yr college or university, plus legal experience gained in a court setting. A paralegal certificate from an accredited provider may be substituted for two yrs of general work experience.

BENEFITS

- 10 paid holidays per year
- Up to 13 days of paid vacation for the first three years, increasing with tenure thereafter; 13 sick days accrued per year
- Choice of a variety of employer-subsidized federal health and life insurance plans
- Optional long-term care insurance
- Optional participation in Health and Dependent Care Reimbursement Accounts

- Participation in the Federal Employees Retirement System
- Optional participation in an employer-matching Thrift Savings Plan (similar to a 401K)

CONDITIONS OF EMPLOYMENT

Must be a U.S. citizen, or a citizen of a country with a defense treaty with the U.S. who is eligible to work in the U.S. Positions with the U.S. Courts are excepted service appointments. Excepted service appointments are “at will” and can be terminated with or without cause by the Court. Employees will be hired provisionally pending the results of a fingerprint check. Direct deposit of pay required.

APPLICATION INSTRUCTIONS

Send your cover letter, resume and e-mail address to the attention of Patricia Moore, Office Manager, Circuit Executive’s Office, 22409 U.S. Courthouse, 601 Market Street, Philadelphia, PA 19106 or respond by e-mail with the required paperwork to legalsst@ca3.uscourts.gov. Applicants will also be considered for similar positions that open within the next six months.

The U.S. Court of Appeals is an Equal Opportunity Employer